



# APPLICATION FOR AN ASSESSMENT OF OVERSEAS QUALIFICATIONS FOR THE PURPOSES OF A MIGRATION APPLICATION

**PLEASE READ THESE NOTES CAREFULLY**, they are intended to help you provide all the information required.

## NOTE 1 - PREREQUISITES

An application will be assessed for the purpose of a migration assessment only if ALL the following information is provided:

- a) a certified true copy of your valid passport
- b) a certified copy of the primary STCW certificate(s) of competency held.
- c) certified copies of STCW college courses completed.
- d) certified copies of discharge book pages and/or watchkeeping certificates.
- e) original or certified true copies of company letters verifying sea service, written on company letterhead paper stating the name of the ship(s), IMO number, gross tonnage, engine power (kW), type of ship, position held on board and dates of engagement and discharge.
- f) **FOR ENGINEER ONLY** – evidence of shore based practical workshop skills training as specified in relevant sections of STCW Code Table A-III/1 column 1. All documents provided to be certified copies.
- g) **FOR DECK ONLY** – A certified copy of a valid STCW GMDSS Certificate.

## NOTE 2 - LODGEMENT DETAILS

Where applications are lodged in person, originals of supporting documents must be presented.

Where applications are lodged by mail only certified true copies of supporting documents are to be attached. (Except company letters testifying sea service, these must be original documents.)

**Once AMSA has received a complete application and all requirements are met please allow 3 months for your application to be assessed.**

**Mail** - The completed application, supporting documentation and fee may be sent to:

### Postal Address

Australian Maritime Safety Authority  
Seafarer Certification Service  
GPO Box 2181,  
Canberra City, ACT 2601, AUSTRALIA

### Courier Address

Australian Maritime Safety Authority  
Seafarer Certification Service  
82 Northbourne Avenue  
Braddon, ACT 2612, AUSTRALIA

## NOTE 3 - FEE PAYMENT METHODS

Information on fees may be obtained from the International Qualifications web site at [www.amsa.gov.au/schedule-charges](http://www.amsa.gov.au/schedule-charges) or any AMSA office. The fee must be included when the application is submitted.

**PLEASE NOTE:** DO NOT send cash with this application form via mail as this is an illegal action and there is a high possibility of the money being lost or stolen in transit.

### Payment Options

1. By bank draft/cheque made payable in Australian dollars to Australian Maritime Safety Authority. **Please write your name and reason for payment on the back of bank draft/cheque.**
2. By credit card (VISA or Mastercard only) - Please complete [Credit Card Payment Authorisation form](#) (AMSA 161).

## NOTE 4 – PROOF OF IDENTITY

Proof of identity is essential when applying for an assessment of your overseas qualifications. This is necessary to protect your identity, as well as the AMSA qualification system.

When making application you must include a certified copy of your current passport.

### HOW TO OBTAIN CERTIFIED COPIES

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration.

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioner
- Nurse
- Pharmacist
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

**DO NOT SEND THESE NOTES WITH YOUR APPLICATION**

SEAFARER’S APPLICATIONFOR ASSESSMENT  
OF OVERSEAS QUALIFICATIONS  
FOR THE PURPOSE OF A MIGRATION APPLICATION

Applicant’s personal particulars

Given names

Family name

Date of birth

Town of birth

Country of birth

Nationality

Postal address for contact

Telephone number including country code

Email address

**Qualifications held**  
Applicants must hold a STCW primary certificate of competency and certified copies of all relevant certificates must be provided

	Level of certificate	Issue date	Name and contact details of issuing authority (include fax or mail address)	STCW endorsment
Cert. 1				
Cert. 2				
Cert. 3				

Certified copies of all relevant course completion certificates must be provided

College/University	Course	Date completed

**Sea service details**  
The following must be provided:

- certified copies of a discharge book pages / watchkeeping certificates
- company letters (not from ships) verifying details of service. Letters must be originals on company letterhead and state; names of vessels, IMO number, gross tonnage, position held and dates of service

(see AMSA 419 Information Guide at: [www.amsa.gov.au/419](http://www.amsa.gov.au/419).)

Ship name	IMO number	GT / Engine KW	Type of ship	Position on board	Length of service	
					From (date)	To (date)

If insufficient space, please attach extra page

**Short course details** - certified copies of all short course certificates to be provided

Name of course	Course provider	Date completed
First aid - Medical first aid/Medical care on board		
Fire fighting - Advanced		
Survival - Proficiency in survival craft & rescue boats		
Security Awareness Training/Ship Security Officer		

Practical training ashore (Engineers only)

Declaration

**WARNING:**  
**Giving false or misleading information is a serious criminal offence.**  
To the best of my knowledge, the information given by me on this application is true and correct in every detail.  
☐ I have attached a certified copy of my current passport

Applicant’s signature

Date / /20

**Please note: There is a assessment fee of A\$472, payable to AMSA which must be paid before this application can be processed.**  
**Do not send cash with this application form via mail as this is an illegal action and there is a high possibility of it being lost in transit.**  
**Send completed application, together with assessment fee to:**  
Australian Maritime Safety Authority  
Seafarer Certification Service  
GPO Box 2181  
Canberra City ACT 2601  
AUSTRALIA

**Personal information collection statement**  
The Australian Maritime Safety Authority (AMSA) is collecting the information on this form to assess your overseas qualifications for the purposes of a migration application. It will be used for purposes related to that assessment, including the creation of a Seafarer ID for future reference by yourself and AMSA, and treated in accordance with the Australian Privacy Principles.

This information may be exchanged between AMSA and the Department of Immigration and Border Protection. Failure to provide the information may result in the transaction not being processed. To contact us, or for more information on how to access or correct your personal information, how to make a privacy complaint, or how your information may be used or disclosed, visit AMSA’s privacy policy at [www.amsa.gov.au/privacy/](http://www.amsa.gov.au/privacy/)

